

# View Reviews

## 1 Introduction

The Department of Energy's (DOE) Office of Science (SC) Portfolio Analysis and Management System (PAMS) is SC's web-based system for managing proposals and subsequent financial assistance awards (grant and cooperative agreements).

Once a decision has been made on a proposal (Decline or Recommended for Funding), the applicant can view the reviews for his or her proposal.

The purpose of this document is to provide step-by-step instructions for users to follow to view their reviews.

## 2 Prerequisites

Before a user can view reviews, the following criteria must be met:

- The user has an active, external account.
- The user's institution has submitted a proposal, and a decision has been made on that proposal.
- For Non-SBIR proposals, the user possesses the PI role.
- For SBIR proposals, the user possesses the PI or SRO role.

## 3 Viewing Reviews

Use the following steps to View Reviews.

1. Log in to your PAMS external account at: <https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx> (Figure 1).

The screenshot displays the PAMS External Login interface. At the top, the U.S. Department of Energy Office of Science logo is visible alongside the system title 'Portfolio Analysis And Management System'. A navigation bar includes 'Award Search' and 'Existing User' tabs. The 'Existing User Login' section features a form with 'Username' and 'Password' input fields, a 'Login' button, and links for 'Forgot Password' and 'Forgot Username'. To the right, the 'New User Registration' section offers links for 'Search Solicitations' and 'Create New PAMS Account', while the 'Other Links' section provides access to 'Award Search', 'Recommended Settings', 'Contact Us', and the 'PAMS User Guide'. A 'System Use Notification' box is positioned below the login form, detailing the system's status as a US Government Information System and the user's consent to terms of use. The footer contains various policy and contact links, as well as technical specifications for the PAMS product and platform.

Figure 1. PAMS External Login

2. PAMS will load the homepage. Navigate to **Proposals**. (Figure 2)

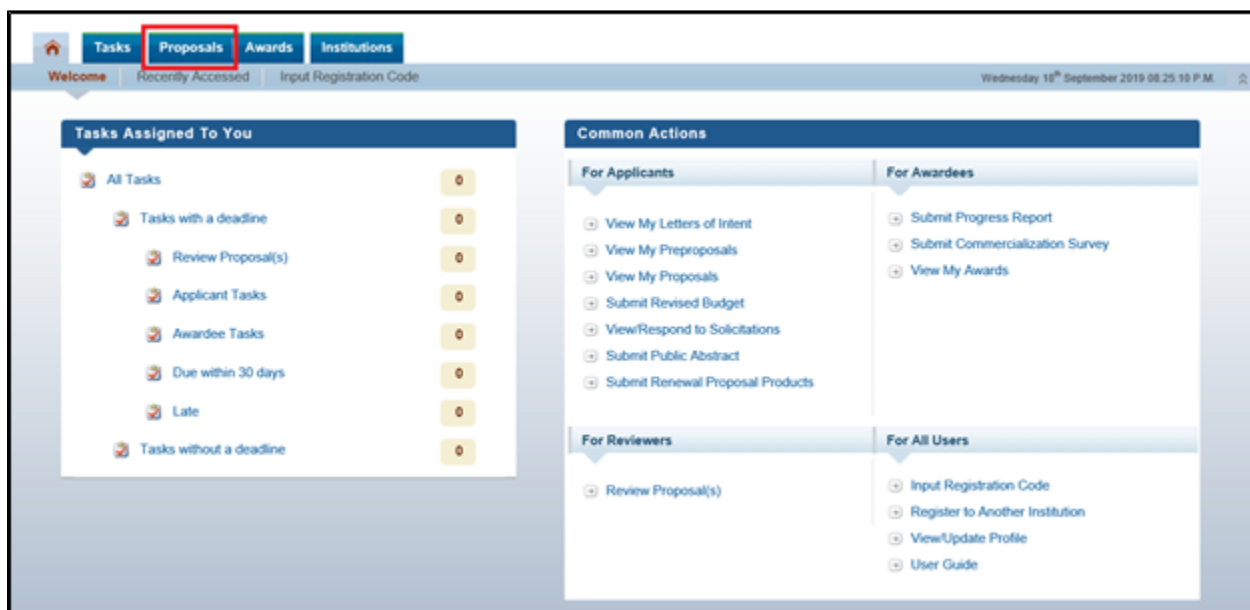


Figure 2. PAMS Homepage – Proposals

3. PAMS will load the Guide Me tab. Click **View My Proposals** in the Proposals column in the “What would you like to do?” section. (Figure 3)

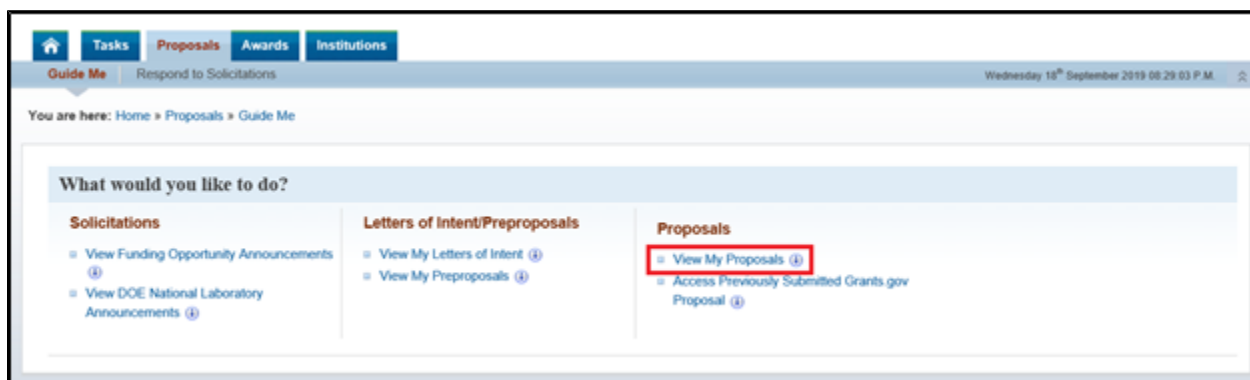


Figure 3. Proposals – Guide Me – View My Reviews

4. PAMS will load the My Proposals page. Locate the proposal for which you would like to view the reviews, and click **Reviews** in the View section of the **Actions/Views** menu in the Options column. If necessary, use the filters in the grid or click the **Search** link on the right above the grid to find a proposal. (Figure 4)

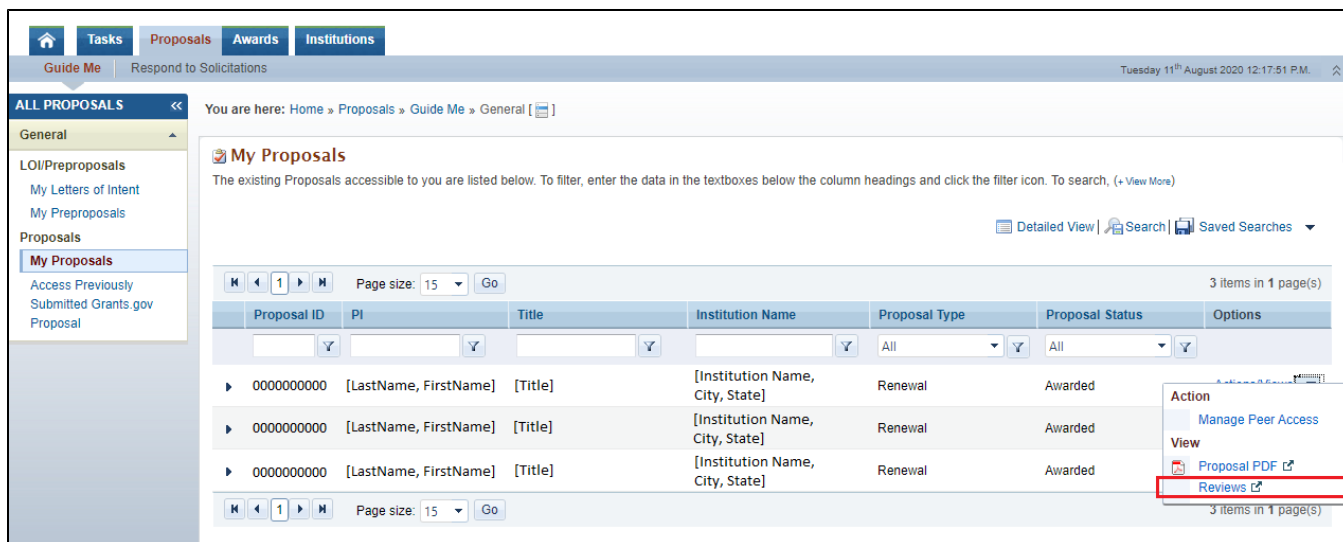


Figure 4. My Proposals – Reviews

5. PAMS will load the View Reviews popup window, which contains information about the proposal (including the title, solicitation number, and reviewer category), as well as all of the reviews for your proposal. Reviews are organized by reviewer. PAMS will also display External Notes from the PM, if applicable. Once you are done viewing your reviews, click **Close Window** in the bottom right corner of the page, or click the **X** in the top right corner of the window. (Figure 5)

